

## FAQs – STUDENT EMPLOYEES –CPAL

Question	Answer
<b>What is CPAL?</b>	CPAL is an acronym for the CSU COVID-19 Temporary Paid Administration Leave policy enacted in response to the Coronavirus pandemic. It was issued by CSU Chancellor White on March 20, 2020. Its reference number is HR 2020-03. The technical letter was issued on March 27, 2020, and is identified as HR/Leaves 2020-01. On April 1, 2020, Chancellor White announced that CPAL leave hours will be extended by 128 hours, for a total allotment of up to 256 hours.
<b>Are student employees eligible for CPAL?</b>	The CPAL benefit is only for non-represented student assistants classified as 1868 or 1870 job code and Unit 11 academic student employees who are paid state-side.
<b>What is meant by student employees paid out of "IRA funds"? Does that mean Athletics and Recreation student workers are not eligible for the CSU paid administrative leave? What about student workers that are funded by MSF?</b>	The CPAL benefit is only for non-represented student assistants classified as 1868 or 1870 job code and Unit 11 academic student employees who are paid state-side.
<b>What is the effective start date of CPAL?</b>	CPAL for student employees begins on April 6, 2020. Student employees are entitled to receive their normal pay from 3/16/20-4/5/20. These hours (from 3/16/20-4/5/20) will not be deducted from the CPAL balance.
<b>Is there a waiting period to be eligible for CPAL?</b>	There is no waiting period to become eligible for CPAL, and new employees hired after the effective date are also eligible.
<b>How will the hours from 3/16-3/31/20 be entered on the student employee's timesheet?</b>	Student employees are to enter all hours that they were scheduled to work (and were unable to work due to COVID-19) and/or did work; all of these hours will be entered in the usual way. An email was sent to all managers regarding on 3.27.20 (subject line: COVID-19   Student Employee Time Reporting Update) that outlines the timesheet procedures.

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<p><b>If student employees have inconsistent schedules week to week or are scheduled intermittently, how will CPAL be calculated?</b></p>	<p>Student employees are eligible for a prorated amount of CPAL (e.g. if the student employee normally works 20 hours per week, the student employee is eligible for 50%, or 128, CPAL). If normal hours scheduled are unknown, or if the student employee's schedule varies, use a 6 month average to calculate average daily hours. If this calculation cannot be made because student employee has not been employed for at least 6 months, use the number of hours that the student employee is expected to work. For further assistance, contact <a href="#">Terry Ashly</a>.</p>
<p><b>What is the process for getting CPAL?</b></p>	<p>Student employees request CPAL by completing a <u>Request for Temporary Paid Administrative Leave (CPAL)</u> and submit the form to their appropriate administrator. The student employee must self-certify on the form that the need for leave is valid. That form is also available on the University Personnel website.</p>
<p><b>If student employees qualify for CPAL, will they receive the full 256 hours?</b></p>	<p>Student employees are eligible for a prorated amount of CPAL (e.g., if the student employee normally works 20 hours per week, the student employee is eligible for 50%, or 128, CPAL). If normal hours scheduled are unknown, or if the student employee's schedule varies, use a 6 month average to calculate average daily hours. If this calculation cannot be made because student employee has not been employed for at least 6 months, use the number of hours that the student employee is expected to work. For further assistance, contact <a href="#">Terry Ashly</a>.</p>
<p><b>What happens if a student employee does not use all of their CPAL hours by December 31, 2020? Can the CPAL be carried over into 2021?</b></p>	<p>CPAL may be used at any time from March 23, 2020, through December 31, 2020. All hours must be used by close of business on December 31, 2020, at which time the remaining allotted hours will expire. Since most of the CSUMB campus is closed from December 25-31, 2020, student employees should use their CPAL hours before that time. CPAL must be used in 2020; it cannot be extended to be used in 2021.</p>

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<p><b>Once the student employees exhausts the CPAL, will they only be paid if they are working remotely?</b></p>	<p>Once the CPAL is exhausted, students may be eligible for the recently passed federal law, Families First Coronavirus Response Act (FFCRA), effective April 1, 2020. Information regarding the coordination of all paid leave time available under CPAL and the FFCRA will be issued soon.</p>
<p><b>Can student employees work remotely?</b></p>	<p>Yes, student employees can work remotely if such work is available. Check with your manager. Student employees that are working remotely need to sign a Remote Work Agreement (RWA) and submit it to their appropriate administrator. Completed RWA should be submitted to <a href="#">Lady Hernandez</a>. The Agreement is on the University Personnel website.</p>
<p><b>Is there an end date for those students that are working remotely?</b></p>	<p>For the remainder of Spring 2020 semester, student employees can continue to work remotely. Information about working remotely after the Spring 2020 semester concludes will be updated as needed. Hiring managers should ensure the Remote Work Agreement is completed and submitted to <a href="#">Lady Hernandez</a> for every student employee working remotely.</p>
<p><b>Will the maximum hours of 20 hours per week remain in place?</b></p>	<p>Yes, the 20 hours per week will remain in effect through the remainder of Spring 2020 semester.</p>
<p><b>Is the student employee pay going to end, or will it continue as normal even though they are unable to physically come to work, and for how long?</b></p>	<p>Student employees will get paid through 4/5/20 for regular hours; prorated CPAL begins on 4/6/20 and all CPAL hours must be used by the last day that CSUMB is open in 2020, but not later than 12/31/20.</p>
<p><b>If student employees have already submitted hours and realize after the deadline they could claim for that missed week, can they still submit?</b></p>	<p>Yes, any hours that are entered/approved after the deadline, will be paid as soon as reasonably possible. Payroll will be issuing payments on at least a weekly basis so that student employees will not have to wait until the following month.</p>
<p><b>What if student employees are not enrolled in direct deposit?</b></p>	<p>Payroll will notify the student employee and work with them to get their check. See also the email Payroll sent on 3/26/20 with subject line: COVID-19 Payday Check Pick Up Procedures.</p>

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<p><b>How can I get my paycheck mailed to me?</b></p>	<p>Please refer to the email Payroll sent on March 26, 2020, with subject line: COVID-19 Payday Check Pick Up Procedures.</p>
<p><b>If a student can work remotely but the student prefers not to work remotely, will the student employee be eligible for CPAL?</b></p>	<p>No. If we have work available for student employees remotely, and the student employee prefers not to work remotely, the student employee is not eligible for CPAL.</p>
<p><b>If a stateside student employee holds a concurrent Corporation/Auxiliary position, will they receive CPAL?</b></p>	<p>CPAL is only for work done on state-side. The Corporation emailed information to its student employees on 3/27/20.</p>
<p><b>Will the separation process remain the same if a student employee chooses to not work remotely?</b></p>	<p>Yes.</p>
<p><b>Do student employees qualify for unemployment benefits?</b></p>	<p>CSUMB does not determine if a student qualifies for unemployment benefits. The student is advised to contact <a href="#">EDD</a>.</p>
<p><b>Is there a temporary paid leave fund that students will be drawing from or would this be paid out from the hiring department's budget?</b></p>	<p>We are currently waiting on further guidance from the Chancellor's Office and will provide further guidance upon receipt.</p>
<p><b>What if I have a student employee who I would like to hire in the future?</b></p>	<p>Hiring managers must follow the process in the Hiring Chill email sent on 3/24/20.</p>
<p><b>What if I submitted a SEAF before March 18 but never received a work authorization email for the student employee?</b></p>	<p>Any pending items were sent to the hiring managers and given guidance to follow the process in the Hiring Chill email sent to Managers on 3/24/20.</p>
<p><b>What about Bridge student assistants? Will they be able to continue working in the summer?</b></p>	<p>Hiring managers must follow the process in the Hiring Chill email sent on 3/24/20.</p>
<p><b>What about Corporation student workers?</b></p>	<p><b>Corporation Student Workers-</b>  <i>Federally or non-Federally Funded:</i> As long as they are able to work either on-site (when determined essential) or remotely, they will continue on active status. Students will be paid for hours worked. If there is no work available either on-site or remotely, they will be furloughed until further instructions. This will also allow them to apply for Unemployment Benefits. <i>Refer to email sent 4/2/2020.</i></p>
<p><b>Most of our student employees work only during the academic year, from late August to mid-May. Does student CPAL end with the students' anticipated termination dates, or does it extend beyond those dates?</b></p>	<p>Student employees are being paid until they run out of CPAL and if CPAL exceeds their appointment, they may still use CPAL through December 31, 2020.</p>

